

CM/ECF CRIMINAL NOTICE OF INTENT TO USE EVIDENCE ATTORNEY TRAINING

Docketing a Notice of Intent to Use Evidence in a Criminal Case

1. Log in to CM/ECF. Locate the **CM/ECF Main Menu Bar** at the top of the screen. Click on the **Criminal** option on the **CM/ECF Main Menu Bar** (see Figure 1).

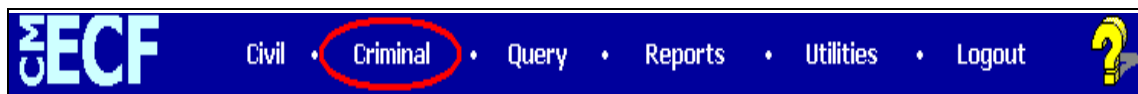


Figure 1 - CM/ECF Main Menu bar

2. The system will display the **Criminal Events** screen. Click on **Discovery Documents** in the Other Filings section (see Figure 2).



Figure 2 - Criminal Events screen

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3. The system will display the **Discovery Documents** event selection screen.
 - a. The system will display a list of the various types of discovery documents. Click on the down-arrow or scroll down to select **Notice of Intent to Use Evidence** from the list. Click on the words **Notice of Intent to Use Evidence**. Once **Notice of Intent to Use Evidence** appears highlighted, click on the [**Next**] button to continue (see Figure 3).

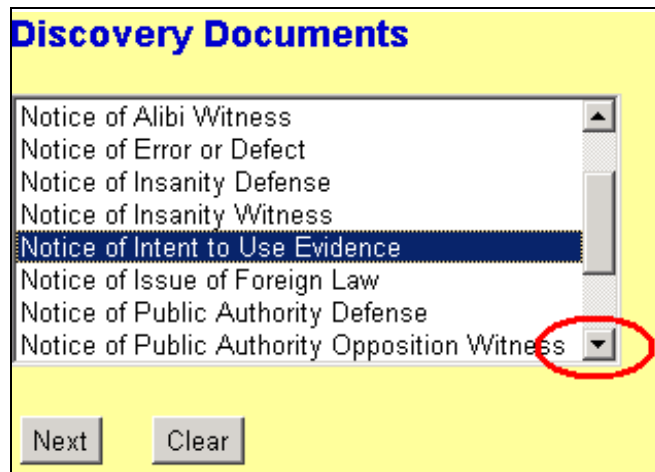
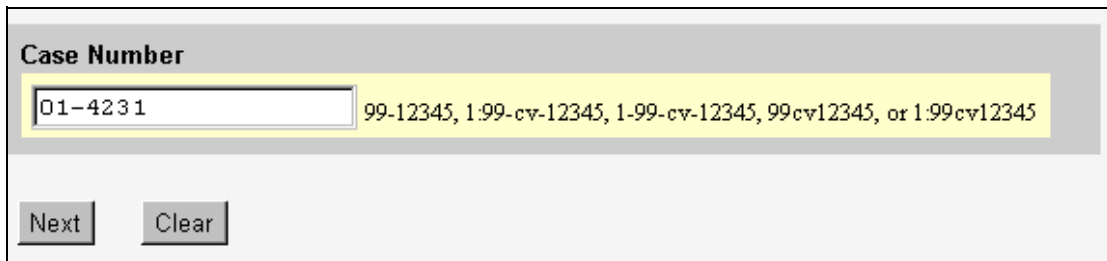


Figure 3 - Discovery Documents Selection screen

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4. The system will display the **Case Number** screen. Enter the case number in the **Case Number** box, using one of the formats displayed. For example: **99-12345**, **1:99-cr-12345**, **1-99-cr-12345**, **99cr12345** or **1:99cr12345**. Click the **[Next]** button to continue (see Figure 4).



The screenshot shows a web interface for entering a case number. At the top, the title "Case Number" is displayed. Below it is a text input field with the value "01-4231". To the right of the input field, a yellow box contains the text "99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345". Below the input field and the yellow box are two buttons: "Next" and "Clear".

Figure 4 - Case Number screen

- a. If the case number displayed is **not** a valid case number, the system will display the following message:

1:yy-cr-nnnnn is not a valid case. Please enter a valid value.

Click the **[Back]** button. The system will return you to the **Case Number** screen. Enter a valid case number, using one of the formats outlined in Step 4.

- b. If the case number is a valid case number, the system will display the **Defendant selection** screen **or** the **Case number verification** screen.

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5. If there is only **ONE** defendant in the case the **Defendant selection** screen will **NOT** appear.

NOTE: If there is more than one defendant in the case, the system will display the **Defendant selection** screen (see Figure 5).

- a. To select **some** but not all of the defendants in the case, click the **check box** to the left of each defendant's name you wish to select. Click the [**Next**] button to continue.
- b. To select **all** of the defendants in the case, click the **All defendants check box** and then click the [**Next**] button to continue.

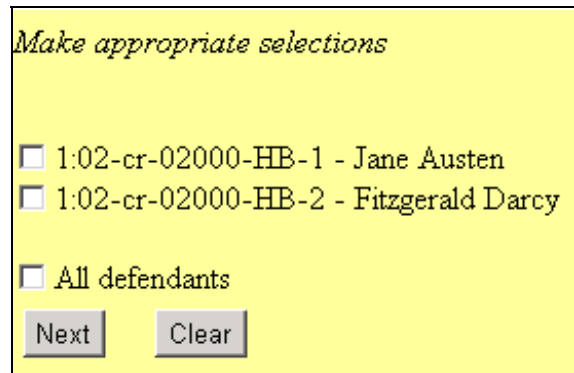


Figure 5 - Defendant Selection screen

6. The purpose of the **Case number verification** screen is for you to verify the case number entered earlier in Step 4 (see Figure 6).

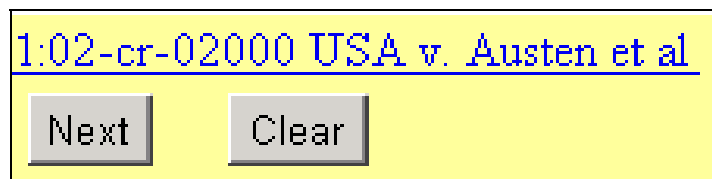
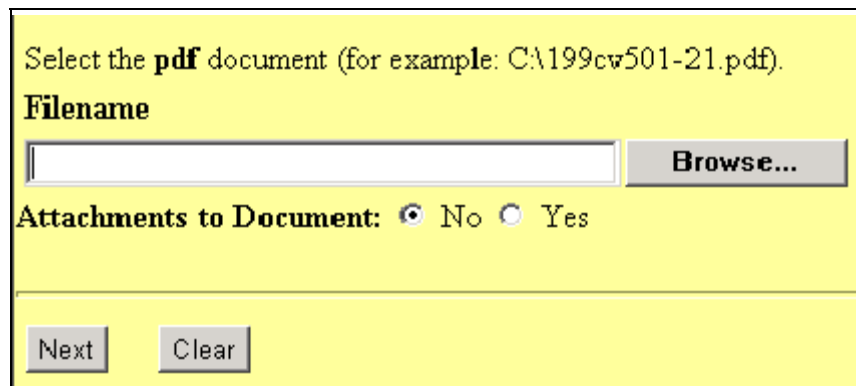


Figure 6 - Case Number Verification screen

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- a. If this is the correct case, click the **[Next]** button.
 - b. If this is **not** the correct case, you **must** return to the **Case Number** screen in Step 4. To return to the **Case Number** screen, click the **Back** button of your browser until you reach the **Case Number** screen (see Figure 4 in Step 4). Once you reach the **Case Number** screen, repeat Steps 4, 5 and 6.
7. The system will display the **pdf document** screen. The **pdf document** screen is used to associate a PDF file/document with the docket entry being docketed (see Figure 7).



Select the **pdf** document (for example: CA199cw501-21.pdf).

Filename

Browse...

Attachments to Document: ☒ No ☐ Yes

Next **Clear**

Figure 7 - PDF Document Screen

- a. To associate a PDF Document with this docket entry, and if the PDF Document has any attachments, click the **[Browse...]** button and refer to the **Procedures For Uploading a PDF Document and Attaching an Attachment in CM/ECF**. After attaching the PDF Document, click the **[Next]** button to continue.

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8. The system will display the **Modify Docket Text** screen. Thoroughly check the docket text for accuracy. If additional docket text needs to be added to the notice of intent to use evidence, then insert the additional text in the text box. When the docket text is complete and accurate, click the **[Next]** button to continue (see

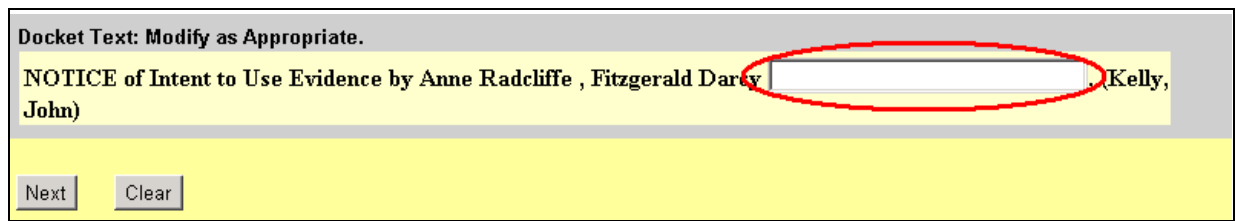


Figure 8 - Modify Docket Text screen

Figure 8).

9. The system will display the **Docket Text: Final Text** screen. The docket text from the transaction docketed will be displayed again. The system will display the following message:

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

NOTE: CHECK THE DOCKET TEXT CAREFULLY HERE. THIS IS THE LAST CHANCE FOR YOU TO GO BACK AND CORRECT ANY ERRORS IN THE TRANSACTION OR TO LEAVE THE TRANSACTION AND START OVER BY CLICKING THE CRIMINAL OPTION ON THE CM/ECF MAIN MENU BAR.

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When you click the [**Next**] button on this screen, you are submitting this transaction to the CM/ECF database. If there is a mistake in the transaction, you will **not** be able to click the **Back** button of your browser to make any corrections.

If you are completely satisfied with the transaction, click the [**Next**] button to complete the docketing of this transaction.

10. The system will display the **Notice of Electronic Filing** screen. The **Notice of Electronic Filing** screen is the verification that the filing has been sent electronically to the court's database. It certifies that this now an official court document (see Figure 10).

- a. To print a copy of this notice, click the browser **Print** icon.
- b. To save a copy of this receipt, click the **File** option on the browser menu.

NOTE: When you arrive at the **Notice of Electronic Filing** screen, you are finished with the filing/docketing of your transaction. You can select a choice from the **CM/ECF Main Menu Bar** at the top of the screen. For example you can click on **Civil** or **Criminal** to file/docket another transaction.

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Notice of Electronic Filing

The following transaction was received from Leslie LeFord on 10/29/2001 at 2:42 PM CST

Case Name: Schwarzkopf v. Smith

Case Number: [0-01-04231-RB](#)

Document Number: [19](#)

Docket Text:

MOTION to Continue by Joe Smith. (Ledford, Kerry)

The following document(s) are associated with this transaction:

Document description:Main Document

Original filename:R:/TRAINING/ECF/Docs_PDF/ECFdocs/Motion.PDF

Electronic document Stamp:

[STAMP dcstdStamp_ID=981407491 [Date=10/29/2001] [FileNumber=50855-0]
[3f9f4f49836ae59be00306477b777c2dbc6dc6f8b64b9530ad63962089ccd394dc735
12a16b3c4e11ef754e17e46a53ccdc5d5eb14d5f549179dbc3da4ad03a7]]

0-01-04231-RB Notice will be electronically mailed to:

0-01-04231-RB Notice will not be electronically mailed to:

Dale P. Jones
Jones and Associates
129 Main Street
San Antonio, TX 78209

Leslie LeFord
Courthouse Steps
271 Main Plaza
San Antonio, TX 78201

Figure 10 - Notice of Electronic Filing screen